



ARIZONA STATE BOARD OF DISPENSING OPTICIANS  
1400 W. Washington, Suite 230, Phoenix, Arizona 85007  
602-542-8158 FAX: 602-542-3093

Return this notice with amount due before 12/31/15

RENEWAL APPLICATION for January 1, 2016 through December 31, 2016

Optician's License No.:

Current License Expires 12/31/15

C.E. credits due if marked \_\_\_\_\_

AMOUNT DUE: **\$135.00**

- MAKE ANY CHANGE OF HOME OR WORK ADDRESS

Your Dispensing Optician's license expires on December 31<sup>st</sup>. In order to renew it for the period January 1 through December 31 of next year, you must complete this application and return it with the required fee of \$135.00 to the Board **POSTMARKED ON OR BEFORE DECEMBER 31, 2015.**

Renewal applications postmarked after December 31, but prior to January 31, SHALL PAY A LATE FEE OF \$100 IN ADDITION TO THE RENEWAL FEE. A LICENSE EXPIRES IF A RENEWAL IS NOT COMPLETED ON OR BEFORE JANUARY 31 AND APPLICANT SHALL APPLY FOR LICENSURE AS AN ORIGINAL APPLICANT. Pursuant to A.R.S. §32-1697, the practice of optical dispensing without a valid license is a class 2 misdemeanor. Applications submitted without being properly completed, having the appropriate fee, or without continuing education credits, *when required*, will be considered incomplete and unacceptable.

I have read the Arizona Dispensing Optician's Act and Rules and to the best of my knowledge and belief, I am not in violation of any provisions of that Act and continue to meet the requirements for license. I am now practicing as a Dispensing Optician at:

Work

Establishment Name \_\_\_\_\_ Telephone # \_\_\_\_\_

(If applicable)

Address: \_\_\_\_\_ City: \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Establishment License # \_\_\_\_\_ (if establishment is licensed by State Board of Dispensing Opticians)

\*\*\*\*\* ***THE FOLLOWING QUESTIONS MUST BE ANSWERED*** \*\*\*\*\*

In accordance with A.R.S. §32-3208 Criminal charges; mandatory reporting requirements; civil penalty:

Have you been charged with a misdemeanor involving conduct that may affect patient safety or a felony since your last renewal?  
\_\_\_\_\_no \_\_\_\_\_yes (if yes, attach explanation)

In accordance with A.R.S. §32-3211 Medical Records; protocol; unprofessional conduct; corrective action; exemptions:

I am in compliance with A.R.S. §32-3211 \_\_\_\_\_yes \_\_\_\_\_no (if no, attach explanation)

I affirm that the stated information is true and correct and that any false statement herein could result in the suspension or revocation of my license.

Telephone #: \_\_\_\_\_ Last four of Social Security #:   X X X - X X  

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**RENEWAL APPLICATION MUST BE NOTARIZED**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public \_\_\_\_\_

County of \_\_\_\_\_ State of \_\_\_\_\_ Commission Expires: \_\_\_\_\_

(Include continuing education credits slips with renewal application-*when required*)



Do you need this information in an alternative format? Please call the Board  
Office at 602- 542-8158

### **A.R.S. §32-3208. Criminal charges; mandatory reporting requirements; civil penalty**

- A. A health professional who has been charged with a misdemeanor involving conduct that may affect patient safety or a felony after receiving or renewing a license or certificate must notify the health professional's regulatory board in writing within ten working days after the charge is filed.
- B. An applicant for licensure or certification as a health professional who has been charged with a misdemeanor involving conduct that may affect patient safety or a felony after submitting the application must notify the regulatory board in writing within ten working days after the charge is filed.
- C. On receipt of this information the regulatory board may conduct an investigation.
- D. A health professional who does not comply with the notification requirements of this section commits an act of unprofessional conduct. The health professional's regulatory board may impose a civil penalty of not more than one thousand dollars in addition to other disciplinary action it takes.
- E. The regulatory board may deny the application of an applicant who does not comply with the notification requirements of this section.
- F. On request a health profession regulatory board shall provide an applicant or health professional with a list of misdemeanors that the applicant or health professional must report.

### **A.R.S. §32-3211. Medical records; protocol; unprofessional conduct; corrective action; exemptions**

- A. A health professional must prepare a written protocol for the secure storage, transfer and access of the medical records of the health professional's patients. At a minimum the protocol must specify:
  - 1. If the health professional terminates or sells the health professional's practice and the patient's medical records will not remain in the same physical location, the procedure by which the health professional shall notify each patient in a timely manner before the health professional terminates or sells the health professional's practice in order to inform the patient regarding the future location of the patient's medical records and how the patient can access those records.
  - 2. The procedure by which the health professional may dispose of unclaimed medical records after a specified period of time and after the health professional has made good faith efforts to contact the patient.
  - 3. How the health professional shall timely respond to requests from patients for copies of their medical records or to access their medical records.
- B. The protocol prescribed in subsection A of this section must comply with the relevant requirements of title 12, chapter 13, article 7.1 regarding medical records.
- C. A health professional shall indicate compliance with the requirements of this section on the health professional's application for relicensure in a manner prescribed by the health professional's regulatory board.
- D. A health professional who does not comply with this section commits an act of unprofessional conduct.
- E. In addition to taking disciplinary action against a health professional who does not comply with this section, the health professional's regulatory board may take corrective action regarding the proper storage, transfer and access of the medical records of the health professional's patients. For the purposes of this subsection, corrective action does not include taking possession or management of the medical records.
- F. For the purposes of this section, health professional does not include a veterinarian.
- G. This section does not apply to a health professional who is employed by a health care institution as defined in section 36-401 that is responsible for the maintenance of the medical records.

### **R4-20-114. Notice of Change of Status**

- A. An optical establishment licensee and dispensing optician licensee shall notify the Board of any change in the information provided to the Board concerning license application or its renewal, including any change in name, address, work location, establishment ownership or the name, address or home telephone number of each dispensing optician, working at the establishment.
- B. This notice shall be in writing and made within 30 days of change of status.
- C. For purposes of this Section, a change of establishment ownership means:
  - 1. The transfer of a controlling interest in the optical establishment business from one person to another;
  - 2. The addition or termination of a general partner; or
  - 3. The transfer or agreement to transfer a block of twenty percent or more of the outstanding voting stock of a corporation or association or the transfer or agreement to transfer any amount of voting stock that would give the transferee control of a majority of outstanding voting stock. For purposes of this paragraph, "voting stock" means any interest or system whereby the operation of a corporation is controlled by its owners or trustees.

### **R4-20-120. Continuing Education; Hours Required; Reporting**

- A. Within every three-year period from the date of obtaining a license, a person licensed as a dispensing optician shall complete no fewer than 12 hours of continuing education that is approved by the Board for credit.
- B. Each licensee shall submit documentation to the Board verifying that the licensee has completed 12 hours or more of continuing education, within each three-year period. The licensee shall provide documentation that identifies the courses and the number of credit hours completed and include the following:
  - 1. If the course is from a school approved by the Commission on Opticianry Accreditation or college-accredited course, proof of course completion and the number of credits earned.
  - 2. If the course is part of an event, a certificate of completion issued by the sponsor which identifies each part completed.
  - 3. If the course is a home-study course, a certificate of completion issued by the sponsor and the number of credits earned.
  - 4. For any other course, a certificate of completion issued by the sponsor or presenter and the number of credits earned.
  - 5. If the licensee cannot obtain the above documentation, any other documents, affidavits, or testimony which provides assurance that the licensee has completed the requirements.
- C. Of the twelve hours of continuing education, each licensee shall obtain at least:
  - 1. Four hours in eyeglass fitting and dispensing;
  - 2. Three hours in contact lens fitting and dispensing;
  - 3. One hour in state or national opticianry standards.
- D. Hours will be measured as follows: one credit hour will be assigned for each 50 minutes of a single session.
- E. The Board shall discipline any licensee who submits false information for continuing education documentation.
- F. A licensee shall not apply any hours accrued during one reporting period to any subsequent reporting period.